

**VACANCY ANNOUNCEMENT NUMBER:** 01-020

**POSITION (Title, Series, Grade):** Program Assistant, GS-301-8/9

**SALARY:** \$33,187 - \$43,147 Annually

**PROMOTION POTENTIAL:** GS-9

**OPENING DATE:** November 23, 2001

**CLOSING DATE:** December 7, 2001

**AREA OF CONSIDERATION:** Status applicants Government-wide; and ICTAP eligibles in the Local Commuting Area.

**DUTY LOCATION:** Washington, DC

**FOR MORE INFORMATION CONTACT:** Richard L. Woods at 202-208-8000, ext. 1226

**SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT:** Relocation expenses will not be paid. ICTAP eligibles may apply for a special selection priority for this position. To be well-qualified and receive a selection priority for this vacancy, eligible displaced and surplus Federal employees must meet or exceed the fully successful level for the Knowledge, Skills, and Abilities.

**MAJOR DUTIES:**

This position is located in the Office of Government Relations and Special Projects and provides administrative support to the Deputy Director for Government Relations and Special Projects and the Deputy Director for Administration and Information Management. While supporting two positions, the incumbent reports administratively to the Deputy Director for Government Relations and Special Projects.

Responds to inquiries from Congressional staff and members of Congress and other Federal agencies such the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM).

Prepares presentation materials, handouts, and visual aids for meetings, briefings, and conferences for both Deputy Directors. Assists in maintaining an international program performance data tracking system.

Coordinates international travel and prepares and/or coordinates with other agencies the agenda for international visitors. Coordinates the arrangements and schedules of OGE personnel.

Coordinates research of legislative proposals. Compiles briefings, questions and answers, and other materials for budget proposals to the Congress.

Identifies and monitors legislation introduced in Congress through review of the Congressional Record, on-line legislative tracking systems, and other information sources. Maintains a library of legislative bills, reports, calendars, laws, and other legislative documents and resource materials. Conducts computer legislative research as requested to identify a specific bill submitted and its progress in committees, hearings, etc., as well as research its legislative history.

Identifies various legislative and executive branch requirements such as reports to Congress, responses to OMB, OPM, etc. Tracks due dates, officials responsible for completion of projects, expected dates of completion, and where necessary prepares the necessary transmittal to the requesting organization. Coordinates the gathering of comments on reports to Congress, other Federal agencies, etc., and assures adherence to format and other policies for preparation and clearance.

Performs other duties in support of the Office of Government Relations and Special projects and the Office of Administration and Information Management as necessary.

#### **QUALIFICATION REQUIREMENTS:**

Candidates must have one year of specialized experience equivalent to the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Experience is typically in or related to the work of this position described.

**EVALUATION CRITERIA:** Applicants must include an addendum to their application which specifically addresses their experience and training as it relates to each of the following quality ranking factors. Prepare a concise narrative addressing how your experience/education provided you with that KSA.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the principles, concepts, methods, and techniques of the legislative and budget processes of Congress and of executive agencies such as OMB and OPM.
2. Knowledge of Federal laws, regulations, policies, and procedures sufficient to independently perform assignments.
3. Ability to conduct research, particularly the legislative history of and action on Congressional Bills.
4. Ability to analyze often complex material and develop factual responses.

5. Ability to prepare reports describing Agency initiatives and programs when responding to inquiries. Computer skills necessary include word processing and developing graphs, spreadsheets, etc.

## **BASIS OF RATING:**

Basically qualified applicants may be evaluated further to identify those who are best qualified. This determination will be based on a review of relevant experience, education, training, awards, and letters of commendation to determine the degree to which the applicant possesses the knowledge, skills and abilities contained in the KSA's.

## **HOW TO APPLY:**

1. You may apply using a resume, the Optional Application for Federal Employment (OF-612) or any other application you choose, including an SF-171, Application for Federal Employment. If you choose to use an SF-171, do not answer questions 38-47. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included:

- **JOB INFORMATION** - Announcement number, title and grade of the position for which you are applying.

- **PERSONAL INFORMATION** - Full name, mailing address (with ZIP Code), day and evening phone numbers (with area code), social security number, and country of citizenship.

- **EDUCATION** - Name, city and State of high school, colleges and universities attended, majors, and type and year of any degrees received.

- **WORK EXPERIENCE** - Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and indicate if we may contact your current supervisor.

- **OTHER QUALIFICATIONS** - Job-related training courses (title and year), job-related skills, job-related certificates and licenses, and job-related honors, awards, and special accomplishments.

2. Clearly describe in your application or resume how your work experience, education and/or training meet the **specialized experience** requirement. Providing this information is extremely important as it will be used to determine who are the best qualified candidates among those eligible to compete for the position.

3. Persons applying under ICTAP must submit a copy of their specific Reduction-In-Force (RIF) separation notice or certificate of expected separation, along with official documentation reflecting the promotion potential of their most recent Federal position.
4. Males over the age of 18 born after December 31, 1959, must indicate on their application that they have registered with the Selective Service System (or have an exception) to be eligible for a Federal job.
5. To claim 5-point veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veteran's preference, attach an SF-15, Application for 10-Point Veteran's Preference, plus the proof required by that form.
6. Applicants must submit a copy of their most recent performance appraisal and notification of Personnel Action (SF-50) showing position title, series, and grade.

**Send applications to:**

U.S. Office of Government Ethics  
ATTN: Richard L. Woods  
1201 New York Avenue, NW, Suite 500  
Washington, DC 20005-3917

**Deadline for Applications:**

All required documents must be post-marked by closing date of announcement. Federal regulations prohibit consideration of applications received in U.S. Government franked envelopes.

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The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, personal favoritism or any other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.